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DoD 4525.6-H

MAIL DISTRIBUTION INSTRUCTIONS AND LABELING HANDBOOK (MDILAH)

APPLICABILITY AND SCOPE

A. PURPOSE .

This handbook is published to provide a uniform system of sorting, labeling, and dispatching mail from overseas Military Post Offices (MPOs) to CONUS. However, each MPO has different densities and separations of mail; therefore, each MPO must follow the applicable instructions contained in this Handbook based on its individual volume of mail.

B. BACKGROUND.

Because of changes within the United States Postal Service (USPS) distribution system, the ZIP code is of great importance. The USPS has developed Area Distribution Centers (ADCS) based on area volumes and transportation capabilities. The geographic areas covered by these ADCS do not necessarily relate to state or city boundaries as previous distribution systems did. They relate to ZIP areas which cross geopolitical boundaries. Mail delivery will be speeded if mail is sorted to ADCS or below. However, this cannot always be **done**, and less finite **sortations** may be appropriate. The Military Postal Service (MPS) must ensure that mail is tied and bundled and pouched according to ZIP codes, working upward as volumes dictate from the basic five-digit areas, three-digit ADCs, split states, states, etc. When a five-digit or a ZIP-plus-four area has enough volume for a tie-out, make a tie-out to that ZIP. For instance, a large city such as Chicago has numerous five-digit ZIP codes. Ideally, mail will be pitched with **the goal** of making five-digit ZIP code separations rather than dispatch it to Chicago. If volumes are insufficient to make five-digit ZIP

code separations, sort the mail to the first three digits. Follow the ZIP code number, not the geographical area.

c. RESPONSIBILITIES


Each MPO is responsible for sorting mail and preparing it for dispatch as far forward in the domestic postal system as possible. Large MPOs and terminals that process massed mail depend on this support. They can re-sort or redispach massed mail more quickly when it is properly sorted and bundled.

D. PROCEDURES

1. The distribution cases **Table 2** and **4** are new and are designed in accordance with USPS guidelines to standardize mail makeup throughout the MPS. Distribution case **Table 2** is the ultimate breakdown for the **ADC** concept. Distribution case **Table 4** is a simplified version. Most MPOS will build a case between these two examples. Small units may have smaller cases but, in every instance, the case should be arranged by ZIP code number, flowing from top to bottom. Conduct a density study, usually for a period of a **week**, to determine where there are sufficient generation of letters to establish **ADC**, city, and firm directs on the letter case.

2. The following information is applicable to the preparation of slide labels.

a. The various tables in this handbook contain specific guidance on the information required on the first line of the slide **label** and how to identify the content of a mail bag by entering appropriate information on the second line. The category of mail must be shown on every slide label affixed to a mail bag with the exception of the number 1, Orange pouch used for dispatch of **First-class Zone Rated (Priority) Parcels**.

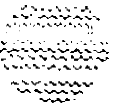


b. The bottom line of the label identifies the postal activity closing the mail bag. The entry will be "APO" for Army Post Office or "FPO" for Fleet Post Offices, followed by the appropriate five-digit MPO number. The entry for Navy ships will be "USS _____," hull number, followed by five-digit FPO number. "USS" means United States Ship.

c. The destination line on slide labels used to dispatch mail between MPOS are prepared to reflect APO or FPO, as appropriate, followed by geographic location (city and country) and MPO number. The entry for Navy ships will be "USS _____," hull number, followed by five-digit FPO number.

d. Standard preprinted slide labels ~~will be~~ used in dispatching mail. The use of hand-inscribed or typewritten labels is authorized only in emergencies. Follow the format as outlined in this handbook when this use is necessary. Labels are date-stamped on the reverse side to show when the pouch or sack was actually closed. The abbreviation "OfI'* is shown on the second line of labels used on sacks and pouches containing only official mail. This identifies mail for priority movement should space on aircraft become critical or should other emergencies occur that would affect the movement of mail.

e. **The gross** weight of mail and equipment is inscribed on the right portion of the slide labels of all bags being transported by air; however, weight need not be entered on slide labels when bags are bulk weighed in a container. In addition, it is not labeled beyond the CONUS gateway. Weights need not be entered on slide labels of mail transported by sealift; however, weights for transportation documentation of sealift mail is prescribed in chapter 10 of the DoD Postal Manual (DoD 4525.6-M (reference (a))). When volume warrants , mail generating for Navy ships is labeled as a direct.



3. To determine which tables and rules are applicable, use the following logic chart. This chart depicts the first two-digit ZIP code of the MPO. You can determine the exact table and rule number applicable to the makeup and distribution of each category of mail originating at your MPO by finding your MPO number and reading across the chart.

POUCHING OF LETTER CLASS MAIL/FLATS PAID AT THE FIRST-CLASS RATE DESTINED TO -THE
UNITED STATES : USE THE FOLLOWING TABLES AND RULES BASEI) ON THE VOLUME OF MAIL
GENERATED.

<u>IF MPO IS</u>	<u>1ST DISTRIBUTION</u>	<u>2ND DISTRIBUTION</u>	<u>3RD DISTRIBUTION</u>	<u>FINAL DISTRIBUTION</u>
<u>09XXX</u>	Table 1	Table 3 Rule 1	Table 5 Rule 1A	Table 5 Rule 2A&3A
<u>340XX</u>	Table 1	Table 3 Rule 1	Table 5 Rule 1C	Table 5 Rule 2C&3C
<u>96XXX</u>	Table 1	Table 3 Rule 1	Table 5 Rule 1B	Table 5 Rule 2B&3B
<u>98XXX</u>	Table 1	Table 3 Rule 1	Table 5 Rule 1B	Table 5 Rule 2B&3B

POUCHING OF PRIORITY, MILITARY ORDINARY MAIL, PARCEL AIRLIFT, SPACE AVAILABLE
MAIL . AND SURFACE PARCEL MAIL DESTINED TO THE UNITED STATES. USE THE FOLLOWING
TABLES AND RULES .

IF MPO IS	PRI	MOM	PAL	SAM	SURFACE
09 XXX	Table 6A Rule 1	Table 7A	Table 8A	Table 9A	Table 11 Rule 1
340XX	Table 6A Rule 1	Table 7A	Table 8A	Table 9A	Table 11 Rule 1
96XXX	Table 6B Rule 1	Table 7B	Table 8B	Table 9B	Table 11 Rule 1
98XXX	Table 6B Rule 1	Table 7B	Table 8B	Table 9B	Table 11 Rule 1

4. Changes in aircraft routes or changes in USPS policy on makeup of mail will require temporary changes to this handbook. Often such changes will be applicable to a limited number of MPOS. When changes are necessary, they will be announced by the Military Postal Service Agency (MPSA-MPT) by electrical message. If these changes become permanent, an appropriate change will be made to this handbook.